

Common Trust Policy, Use as Published

Aquila Behaviour Policy.

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1. Purpose.

It is for individual schools to develop their own best practice for managing behaviour. The details of this bespoke practice are laid out in Appendix 1. The purpose of this document is to provide guidance to Aquila schools and to support them in maintaining high standards of behaviour. We believe that creating a culture with high expectations of behaviour will benefit staff and all pupils, including those with SEND, establishing calm, safe and supportive environments conducive to learning. The document has been written with our Trust values of nurture, aspire and collaborate at its heart.

Good behaviour in schools is central to a good education. All staff in our schools need to manage behaviour well to ensure they are calm, safe and supportive environments that children want to attend and where they can learn and thrive. Being taught how to behave well and appropriately within the context they are in is vital for all pupils to succeed personally. Our schools' culture will consistently promote high standards of behaviour and provide the necessary support to ensure all pupils can achieve and thrive both in and out of the classroom. School staff will consider how this whole-school approach meets the needs of all pupils in the school, including pupils with SEND, so that everyone can feel they belong in the school community and high expectations are maintained for all pupils.

The Aquila approach to behaviour is to promote and reward excellent behaviour, support pupils to behave well through explicitly teaching school rules and routines and if necessary to sanction poor behaviour. As an inclusive organisation, we recognise that some pupils will need additional support to reach the expected standard of behaviour. In some cases this may be through the Aquila Relational Policy. Where possible, this support should be identified and put in place as soon as possible to avoid misbehaviour occurring in the first place. Even successful schools need to be continually working to maintain high standards of behaviour.

If pupils do misbehave, our schools will respond promptly, predictably and with confidence to maintain a calm, safe learning environment, and then consider how such behaviour can be prevented from recurring.

When a pupil is persistently disruptive and support or sanctions are not deterring misbehaviour, further action may be needed. In serious instances, a pupil may need to be suspended or excluded.

2. Vision and Values.

Our Trust values are collaborate, enrich, trust, innovate, aspire, nurture. These are at the centre of everything we expect to see in our schools and are pivotal in ensuring a calm, safe and supportive learning environment. High standards and clear rules reflect these values. Each school has their own values, reflecting their unique context, but these resonance with the Trust values. Appendix 1 lays out the school specific values.

Everyone in an Aquila school has the right to be treated with dignity, kindness and respect.

Bullying is never tolerated and all allegations of bullying (including cyber-bullying), discrimination, aggression and derogatory language will be investigated quickly and dealt with appropriately. Aquila schools will teach pupils the difference between bullying and falling out with friends. (See the Anti-bullying policy)

3. Leadership and Management.

In Aquila schools, all staff are expected to work together on establishing and maintaining high standards of behaviour at all times. These high standards are commonly understood and consistently applied. Well managed schools create cultures where staff and pupils flourish in safety and with dignity.

Promoting good behaviour is a core responsibility of the Headteacher and this role cannot be delegated. The role of the Headteacher is to be highly visible, and with other members of the leadership team to routinely engage with pupils, parents and staff on setting the behaviour culture and maintaining an environment where everyone feels safe and supported. All school leaders have a crucial role to play in making sure all staff understand the behavioural expectations and the importance of maintaining them. School leaders will make sure that all new staff and all supply or temporary staff are inducted clearly into the school's behaviour culture to ensure they understand its rules and routines and how best to support all pupils to participate in creating the culture of the school.

The school leaders, including Governors are responsible for ensuring staff have appropriate training so they can meet their duties and functions within the behaviour policy. Leaders will use behaviour data in Bromcom to track behaviour trends and act proactively to ensure high standards of behaviour are maintained.

4. School systems and social norms.

Aquila schools have a whole-school approach to behaviour. We believe that positive behaviour reflects the values of the school, readiness to learn and respect for others. It is established through creating an environment where good conduct is more likely and poor conduct less likely. This behaviour should be taught to all pupils, so that they understand what behaviour is expected and encouraged and what is prohibited. This then requires positive reinforcement when expectations are met, while sanctions are required where rules are broken. Routines should be used to teach and reinforce the behaviours expected of all pupils. Repeated practices promote the values of the school and become positive behavioural norms. Behaviour is managed consistently so that both pupils and staff can thrive, achieve and build positive relationships based on predictability, fairness and trust.

Aquila schools reward good behaviour. Examples of rewards may include:

- verbal praise;
- communicating praise to parents via My Child at School, phone call or written correspondence;
- certificates, prize ceremonies or special assemblies;
- positions of responsibility, such as prefect status or being entrusted with a particular decision or project;
- whole-class or year group rewards, such as a popular activity.

5. School rules

The specific school rules are laid out in Appendix 1.

6. Routines

Appendix 1 lays out the school's behaviour curriculum which defines the expected behaviours in the school. Aquila schools concentrate on what successful behaviour looks like and define it clearly. Some pupils may require additional support to learn to meet our behaviour expectations. This support should be given consistently and predictably. Adjustments may be temporary.

7. Staff induction, development and support.

All staff are expected to uphold the whole-school approach to behaviour by teaching and modelling expected behaviour and positive relationships so that pupils can see examples of good habits and are confident to ask for help when needed. Staff should also challenge pupils to meet the school expectations and maintain the boundaries of acceptable conduct. All staff should communicate the school expectations, routines, values and standards both explicitly through teaching behaviour and in every interaction with pupils.

8. Pupil induction.

All pupils deserve to learn in an environment that is calm, safe, and supportive and where they are treated with dignity. To achieve this, every pupil will be made aware of, or reminded of, the school behaviour standards, expectations, pastoral support, and consequence processes at the beginning of every academic year. New pupils will be taught that they have a duty to follow the school behaviour policy and uphold the school rules, and should contribute to the school culture. Pupils will be asked about their experience of behaviour and provide feedback on the school's behaviour culture. This will support the evaluation, improvement and implementation of the behaviour culture. Every pupil should be supported to achieve the behaviour standards, including an induction process that familiarises them with the school behaviour routines, rules and sanctions.

9. Support for Pupils.

Our schools will consider whether misbehaviour gives cause to suspect that a pupil is suffering or likely to suffer harm. Where this may be the case, schools will follow our child protection policy and Keeping Children Safe in Education.

Aquila schools support pupils who find meeting our behaviour standards difficult. Pupils will be asked their experience of behaviour and this feedback will be used to develop the school culture.

10. Pupils with SEND.

Aquila schools' culture will consistently promote high standards of behaviour and provide the necessary support to ensure all pupils can achieve and thrive both in and out of the classroom. A school should not assume that because a pupil has SEND, it must have affected their behaviour on a particular occasion – this is a question of judgement for the school on the facts of the situation. All schools have duties under the Equality Act 2010 to take such steps as is reasonable to avoid any substantial disadvantage to a disabled pupil caused by the school's policies or practices. Under the Children and Families Act 2014, relevant settings have a duty to use their 'best endeavours' to meet the needs of those with SEND. If a pupil has an Education, Health and Care plan, the provisions set out in that plan must be secure and the school must co-operate with the local authority and other bodies. Schools with good behaviour cultures will create calm environments that will benefit pupils with Special Educational Needs and Disabilities (SEND), enabling them to learn. We are an inclusive organisation and recognise that some behaviours are more likely to be associated with particular types of SEND, such as a pupil with speech, language and communication needs who may not understand a verbal instruction. Behaviour will often need to be considered in relation to a pupil's SEND, although it does not follow that every incident of misbehaviour will be connected to their SEND. We all need to manage pupil behaviour effectively, whether or not the pupil has underlying needs. When a pupil is identified as having SEND, the graduated approach should be used to assess, plan, deliver and then review the impact of the support being provided.

If a pupil with SEND misbehaves and requires a sanction, Aquila schools will consider whether a pupil's SEND has contributed to the misbehaviour and if so, whether it is appropriate and lawful to sanction the pupil. In considering this, schools should refer to the Equality Act 2010 and DfE schools guidance to ascertain whether the pupil understood the rule or instruction and whether the pupil was unable to act differently at this time as a result of their SEND. The school needs to ensure that the rules or instructions need to be accessible and can be understood by all children with SEND, such as making them visual or by adapting them to suit the learning needs of the child, such as those with a visual impairment. The school should also consider whether any reasonable adjustments need to be made to the sanction in response to any disability the pupil may have. It is also important for the school to seek to try to understand the underlying causes of behaviour and whether additional support is needed.

Children who have experienced trauma, adverse childhood experiences, or those with an identified or unidentified special educational need may have additional difficulties that mean the school's current behaviour policy is not having

the desired impact on successful behaviours in the classroom and school. These children may benefit from an approach where adults support co-regulation of emotions through relational practices. Relational approaches are those where positive relationships act as a way to support a child's behaviour, with behaviour seen as a form of communication. Further details can be found in the Aquila Relational Policy. Using relational approaches with children should not be a reactive approach to one-off behaviours, instead they should be used within the school's graduated response using the assess, plan, do, review as detailed in the Special Educational Needs Code of Practice 2014. Relational approaches are best applied when there is a need for consistency in adults, routines and expectations to support children's feelings, emotions and wellbeing.

Behaviour is a core responsibility for the Headteacher and this role cannot be delegated. It is the Headteacher, or their equivalent, who is responsible for deciding when the Relational Policy needs to be applied as they retain a core responsibility for its outcomes. While the Headteacher does not have to be a part of the team around the child they must have an overview of its actions and outcomes.

There is no time limit for how long children's behaviour will be supported through the Relational Policy, however the focus should always be on the child coming under the school's Behaviour Policy as quickly as possible.

Under the Children and Families Act 2014, schools have a duty to use their "best endeavours" to meet the needs of a child with SEND. If a child has an EHCP the provision must be in place. If the behaviour is a result of this provision being absent at the time then the school must consider this in their response to the misbehaviour.

Our schools should, as far as possible, anticipate likely triggers of misbehaviour and put in place support to prevent these. Illustrative examples of preventative measures include (but are not limited to):

- short, planned movement breaks for a pupil whose SEND means that they find it difficult to sit still for long;
- adjusting seating plans to allow a pupil with visual or hearing impairment to sit in sight of the teacher;
- adjusting uniform requirements for a pupil with sensory issues or who has severe eczema;
- training for staff in understanding conditions such as autism.

Any preventative measure should take into account the specific circumstances and requirements of the pupil concerned.

11. The Role of Parents.

Parents have an important role in supporting schools' behaviour policy and links between home and school are an important part of the process. Parents are encouraged to reinforce the policy at home as appropriate, developing the child's understanding that a two-way communication between home and school will always take place. Where a parent has a concern about management of behaviour, they should raise this directly with the school while continuing to work in partnership with them. Aquila schools will reinforce the whole-school approach by building and maintaining positive relationships with parents, for example, by keeping parents updated about pupil's behaviour and encouraging parents to celebrate pupils' successes through My Child at School or Dojo. Schools will hold sessions for parents to help them understand the school's behaviour policy.

If appropriate, parents will be included in pastoral work following misbehaviour, including attending reviews of specific behaviour interventions in place.

12. Child on child abuse

We recognise that children are capable of abusing their peers. Abuse will never be tolerated or passed off as “banter”, “just having a laugh” or “part of growing up”, as this can lead to a culture of unacceptable behaviours and an unsafe environment for pupils.

We also recognise the gendered nature of peer-on-peer abuse. However, all peer-on-peer abuse is unacceptable and will be taken seriously.

Our child protection and safeguarding policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

- Is serious, and potentially a criminal offence
- Could put pupils in the school at risk
- Is violent
- Involves pupils being forced to use drugs or alcohol
- Involves sexual exploitation, sexual abuse or sexual harassment, such as indecent exposure, sexual assault, up skirting or sexually inappropriate pictures or videos (including the sharing of nudes and semi-nudes).

Victims will be reassured that they will be supported, kept safe and are being taken seriously. Abuse that takes place on line or outside school will be treated equally seriously.

See our Child Protection and Safeguarding policy for further details (including appendix 4)

13. Banned items

Using searching, screening and confiscation powers appropriately is an important way to ensure pupil and staff welfare is protected and helps schools establish an environment where everyone is safe.

The list of prohibited items (‘prohibited item’ is defined in subsection (3) of Section 550ZA of the Education Act 1996) is:

- knives and weapons;
- alcohol;
- illegal drugs;
- stolen items;
- any article that the member of staff reasonably suspects has been, or is likely to be used:
 - to commit an offence, or
 - to cause personal injury to, or damage to property of any person (including the pupil).
 - an article specified in regulations:
 - tobacco and cigarette papers;
 - fireworks; and
 - pornographic images.

Reasonable force can be used to conduct a search for these prohibited items.

Being in possession of a prohibited item – especially knives, weapons, illegal drugs or stolen items – may mean that the pupil is involved, or at risk of being involved, in anti-social or criminal behaviour including gang involvement, and in some cases may be involved in child criminal exploitation. A search may play a vital role in identifying pupils who may benefit from early help or a referral to the local authority children’s social care services in line with keeping children safe in education.

Under common law, school staff have the power to search a pupil for any other item if the pupil agrees. The member of staff should ensure the pupil understands the reason for the search and how it will be conducted so that their agreement is informed. The DSL will always be informed of a search and a record will be kept on Bromcom. There will always be two members of staff present and the search will be carried out in an appropriate place.

Mobile phones. All our schools are mobile phone free environments and we prohibit the use of mobile phones and other smart technology with similar functionality throughout the school day. Mobile phones can be a useful safety resources for pupils walking to and from school but must be handed to the school office on arrival at school and collected as the child leaves the school site.

The only exception will be staff or pupils using a mobile device to manage a known medical condition, where tracking requires access to a specific app. In this case, due to the potential safeguarding risks to pupils, the school and staff member or pupil's parents must have explored and rejected all alternatives and the school leadership must be satisfied that cameras, other apps and access to messaging are restricted.

14. Sanctions.

When any member of school staff becomes aware of misbehaviour, they will respond predictably, promptly, and assertively in accordance with the school behaviour expectations. The first priority will be to ensure the safety of pupils and staff and to restore a calm environment. It is important that all staff respond in a consistent, fair, and proportionate manner so pupils know with certainty that misbehaviour will always be addressed. De-escalation techniques can be used to help prevent further behaviour issues arising and recurring.

The law allows staff to sanction pupils whose conduct falls below the standard reasonably expected of them e.g. misbehaviour, rule breaking or failure to follow a reasonable instruction.

A response to behaviour may have various purposes. These include:

- deterrence: sanctions can often be effective deterrents for a specific pupil or a general deterrent for all pupils at the school.
- protection: keeping pupils safe is a legal duty of all staff. A protective measure in response to inappropriate behaviour, for example, removing a pupil from a lesson, may be immediate or after assessment of risk.
- improvement: to support pupils to understand and meet the behaviour expectations of the school and reengage in meaningful education.

Pupils may test boundaries or find their emotions difficult to manage, or may have misinterpreted the rules. Pupils should be supported to understand and follow the rules. This may be via sanctions, reflective conversations or targeted pastoral support. Where appropriate, staff should take account of any contributing factors that are identified after a behaviour incident has occurred: for example, if the pupil has suffered bereavement, experienced abuse or neglect, has mental health needs, has been subject to bullying, has needs including SEND, has been subject to criminal exploitation, or is experiencing significant challenges at home.

Examples of sanctions may include:

- a verbal reprimand and reminder of the expectations of behaviour;
- the setting of written tasks such as an account of their behaviour;
- loss of privileges – for instance, the loss of a prized responsibility;
- detention;
- school based “community service”, such as tidying a classroom;
- regular reporting including early morning reporting or being placed “on report” for behaviour monitoring;
- suspension ;(fixed term exclusion) and
- in the most serious of circumstances, permanent exclusion

The school should also consider whether any reasonable adjustments need to be made to the sanction in response to any disability the pupil may have.

Depending on the circumstance, school staff should consider whether the misbehaviour gives cause to suspect that a pupil is suffering, or is likely to suffer, harm. Where this may be the case as set out in Part 1 of keeping children safe in education, school staff should follow our child protection policy and speak to the designated safeguarding lead (or deputy). They will consider if pastoral support, an early help intervention or a referral to children's social care is appropriate.

Following a sanction, every school will consider how best to help all pupils to understand how to improve their behaviour and meet the behaviour expectations of the school. We want to avoid repeated misbehaviour.

These might include:

- a targeted discussion with the pupil, including explaining what they did wrong, the impact of their actions, how they can do better in the future and what will happen if their behaviour fails to improve. The school need to consider how this can be delivered in the most appropriate way for a child with SEND.
- This may also include advising them to apologise to the relevant person, if appropriate;
 - a phone call with parents, (and the Virtual School Head for looked after children);
 - follow up inquiries into the pupil's conduct with staff involved in teaching, supporting or supervising the pupil in school;
 - inquiries into circumstances outside of school, including at home, conducted by the designated safeguarding lead or a deputy; or
 - considering whether the support for behaviour management being provided remains appropriate

The discussions and the outcomes will be recorded in Bromcom.

15. Extreme behaviour- Use of Reasonable Force.

There are circumstances when it is appropriate for staff to use reasonable force to safeguard children who are a danger to themselves, to others or are damaging property. The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. 'Reasonable' in these circumstances means 'using no more force than is needed'. Such approaches should only be used as a last resort to safeguard the pupil, peers or property. Aquila Schools should prioritise de-escalation over restraint.

All members of school staff have a legal power to use reasonable force in certain circumstances. Schools will ensure that staff who are likely to need to use reasonable force and/or other restrictive measures receive appropriate training. School specific training and approaches are detailed in Appendix 1.

The decision on whether it is reasonable to use force and/or other restrictive interventions depends on the individual circumstances of each situation. In assessing whether force and/or other restrictive measures are reasonable in a situation, a member of staff should use their professional judgement and might want to consider the following factors (as well as other factors relevant to the school, pupil and situation) :

- Is it necessary?
- Is it proportionate?
- Have you considered the pupil's welfare?

In the first instance, Aquila schools should seek to understand the underlying triggers challenging behaviour to provide proactive support. This may include using staff who know the individual pupils well to help manage trigger points and develop strategies to reduce the need for reasonable force. This particularly applies for pupils with SEND who may react to distressing or confusing situations by displaying behaviours which may be harmful to themselves and others. This can lead to pupils with SEND being disproportionately subject to the use of reasonable force and other restrictive interventions. Schools should work with parents, pupils and other professionals to develop prevention and de-

escalation strategies as well as (where appropriate) involving them in any co-production of necessary behaviour support plans.

All 'significant' incidents must be recorded as soon as practicable. These will be recorded on Bromcom.

A significant incident is defined as "any incident where the use of reasonable force goes beyond appropriate physical contact between pupils and staff." The requirement to record applies even if the use of reasonable force and other restrictive interventions in certain circumstances is agreed with parents as part of a pupil's behaviour support plan.

Information to be recorded includes:

- the name of pupils and staff involved
- the needs or circumstances of the pupil
- time, date, location and approximate length of time the incident was used
- brief account of the incident, including what led up to the incident, identified or potential triggers if known, any preventative or de-escalation strategies used, what type of reasonable force was applied, the degree of force, and details of physical injuries sustained, if applicable
- brief account of why the use of force was assessed as necessary in that instance
- any post-incident support, such as details of any medical treatment for injuries or other adverse impacts

Aquila Schools must report incidents that require the use of reasonable force to parents as soon as practicable. Except where it appears to the staff member that doing so would be likely to result in significant harm to the pupil. This includes all forms of abuse and neglect. In this instance the staff member must report the incident to the local authority.

A report of the incident made to parents should include the following details as a minimum:

- time, date, location and approximate length of time the force was used
- brief account of what type of reasonable force was applied, and the degree of force
- details of any physical injuries sustained, if applicable
- brief account of why the use of force was assessed as necessary in that instance

Aquila schools should seek to maintain respect for a pupil's dignity when reasonable force or restrictive measures are used. This may include, where possible, considering the location and environment where any intervention is used. Where possible, staff should also communicate clearly and calmly to the pupil about what is happening and why.

Schools will have risk assessments in place if reasonable force is to be used and, where possible, mitigate risks such as through training and prevention strategies.

Our schools should report the use of reasonable force to governors and regularly review and interrogate data on reasonable force and restrictive interventions. This should identify any disproportionate use of reasonable force and/or other restrictive interventions in pupils who have protected characteristics, have SEN, or other types of vulnerability. Governing bodies must ensure that a procedure is in place for recording each significant incident in which a member of staff uses force on a pupil.

Following a significant incident in which reasonable force and/or other restrictive measures are used, our schools should hold a follow up conversation (s) to facilitate reflection, learning and to support pupil and staff wellbeing. Schools should continue to monitor pupil and staff wellbeing and provide additional support if needed. School specific strategies and support are outlined in Appendix 1.

16. Removal

Removal from the classroom for serious disciplinary reasons allows a pupil limited time out of class at the instruction of a member of staff. This is not the same as being asked to step outside the classroom to have a brief conversation with a member of staff.

Aquila schools will collect, monitor and analyse removal data in Bromcom to avoid repeat patterns and to check the effectiveness of removal as a means to improve behaviour. The Local Governing Body (LGB) will oversee this data and will support school leaders to make a data-based decision where a frequently removed pupil may benefit from additional or alternative approaches such as a pastoral review or SENCo investigation. The Local Governing Body LGB will check the removal policy is not disproportionately applied to pupils sharing protected characteristics.

If a pupil has a social worker, including if they have a Child in Need Plan, a Child Protection plan or are looked after, their social worker will be informed. For looked after pupils, the PEP may also be reviewed and the VSH notified.

Staff supervising the removal areas will be suitably trained and will have the interpersonal skills necessary to manage pupils with challenging behaviours.

Aquila schools reintegrate pupils following a removal from the classroom or suspension through reintegration meetings with the pupil and parents so that expected standards of behaviour are understood. At this meeting reasonable adjustments may be agreed to ensure the strategy has the desired effect and the pupil can meet the expected standards of behaviour and conduct.

17. Detention.

It may be necessary to use a detention to improve behaviour. A detention is a commonly used sanction to deter future misbehaviour, as a time to reflect or to avoid reaction (?) to a situation becoming a habit. It is a short period where the pupil is required to remain under supervision of school staff when their peers have a less structured break time. When used, it should be done so consistently and fairly by staff. As part of teaching about behaviour and communicating about this policy, the detention process will be well known to all pupils and staff.

School specific approaches to detention are detailed in appendix 1.

18. Suspension and permanent exclusion.

All pupils are entitled to an education where they are protected from disruption and can learn and flourish in a calm, safe and supportive environment. The Headteacher can use suspension or permanent exclusion in response to serious incidents or in response to persistent poor behaviour that is not improving despite in school sanctions and interventions. (See the Aquila Exclusions policy).

A managed move may be in the best interests of the pupil. A managed move is used to initiate a process which leads to the permanent transfer of a pupil to another mainstream school. If a temporary move needs to occur to improve behaviour then off-site direction should be used.

19. Behaviour outside the school.

When pupils are on a school trip, all our usual expectations for high standards of behaviour apply. We expect our pupils to be polite and to keep themselves and others safe on the way to and from school and on any occasion when they are wearing our uniform.

Schools have the power to sanction pupils for misbehaviour outside the school. Poor behaviour and incidents of bullying, including cyber-bullying, witnessed by or reported to school staff, will be investigated in school and the usual school sanctions will be applied.

Behaviour issues on line can be difficult to manage and are likely to occur out of school hours when parents are responsible for their child's behaviour. However, these incidents will affect the school culture and all our pupils have the right to feel safe. Aquila schools will, therefore, work with parents to investigate incidents and sanction pupils, especially if the online behaviour poses a threat or causes harm to another pupil.

20. Communication.

Communicating this Aquila policy and school specific procedures (Appendix 1) to all members of our community is an important way of building and maintaining the school's culture and is part of the key role of the headteacher. It helps make behaviour expectations transparent to all pupils, parents, and staff members, and provides reassurance that expectations of, and responses to, behaviour are consistent, fair, proportionate, and predictable. Our schools are committed to clearly communicating our behaviour expectations to pupils by regular practice and reminders. Our schools will share this policy on their school website and ensure parents understand rules, support and the sanctions by the headteacher writing to parents at least annually.

Appendix 1: School Specific information.

Vision and values.

We are a community where everyone is included. A place of nurture where through creative learning, acceptance and celebration we are all able to flourish. Our inclusive school encourages children to be curious, passionate, ambitious, and courageous. Everyone at St Mary of Charity is determined to be confident in who they are, aspire to realise their full potential and support each other through respect, honesty and forgiveness. Guided by Jesus we are accepting of the wonderful diversity within our community and have hope that our children will continue to advocate for and celebrate the unique needs of all throughout our wider world.

Our school values are Respect, Determination, Teamwork, Forgiveness, Honesty, Aspiration and Faith.

These are at the centre of everything we do in school and are pivotal in ensuring a calm, safe, and supportive learning environment for all.

School rules

In St Mary of Charity Primary School, our rules are linked to our values:

ASPIRATION: We aim high and never say we “can’t”. We always say we “can’t YET!” DETERMINATION: We never give up! We understand the challenges of our learning and stick with it! RESPECT: We treat ourselves, each other, our work and our environment with pride and respect HONESTY: We value the feedback we are given from our teachers and use it to get better

TEAMWORK: We make choices about how we work together and support each other in learning and at play FAITH: We have faith in our abilities and take risks in our learning

FORGIVENESS: We value our mistakes as part of our learning and use them to improve

Every child has the right to learn, but no child has the right to disrupt the learning of others; therefore positive behaviour reinforcement strategies are constantly in use and reviewed to effect maximum benefit. The establishment of a sound, positive, and caring ethos is an essential prerequisite for learning. It depends upon trusting relationships and a process of co-operative teamwork and the school welcomes and encourages the involvement of the LA, governors, parents and carers and others in the community including being part of the Aquila multi academy trust.

At all times St Mary of Charity CE Primary School promotes positive, collaborative behaviours through the use of praise and reward systems.

These include:

- being effective communicators so that they can express themselves confidently and creatively.
- demonstrating critical thinking skills which enable them to make reasoned, ethical decisions about situations.

- being curious and inquiring in order to gain new knowledge.
- acting with integrity and honesty in all situations.
- being open-minded and appreciating their own cultures and histories as well as their peers'.
- showing empathy, compassion and respect.
- taking risks in their learning by positively approaching uncertainty with forethought and determination.
- caring for themselves, promoting their own well-being and that of others.
- reflect on their own ideas and experiences at all times.

Systems to recognise this include praise, positive recognition boards and the use of Class Dojos.

ClassDojo:

Staff and children use ClassDojo to award points for positive behaviours. Class Dojo is a digital classroom management tool designed to help our teachers improve pupil behaviour and communicate more effectively with parents. It connects teachers with our pupils and parents to build amazing classroom communities. Each pupil gets an avatar, and teachers award dojo points when children demonstrate behaviours in line with our core Christian values. Teachers can use a school tablet or computer to give and record points throughout the school day, although any member of school staff can award a pupil a Dojo. Each pupil's points can be displayed via a smart board, and parents, via their app, can see these. ClassDojo reward points then equate rewards for children who demonstrate positive behaviour for learning and our school values. Classes have 7 consistent categories for awarding positive Dojo's, these are linked to our 7 core values of Aspiration, Determination, Respect, Forgiveness, Teamwork, Honesty and Faith.

Children collect Dojo points for each of the values, when they reach 30 Dojo points they are able to exchange the points for a wristband of that value. Once they have collected all 7 wristbands (210 points in total) they are able to work towards achieving an additional 30 dojo points to receive a special SMC glow in the dark wristband. The maximum number of Dojopoints a child can earn in a year therefore is 240.

School Routines.

In St. Mary of Charity Primary School, pupils are expected to arrive at 8:35 (see attendance policy).

At St Mary of Charity Primary School, it is recognised that a child's emotional health and well-being influence their cognitive development and learning, as well as their physical and social health and their well-being in adulthood. The Department for Education recognises that, to help pupils to succeed: Schools have a role to play in supporting them to be resilient and mentally healthy.

"Mental health is a state of well-being in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community." (World Health Organisation, 2014)

As a school we aim to promote positive mental health for every child, parent/carer and staff member. We pursue this aim through a variety of established systems for the smooth running of the school with clear and consistent

expectations. Whole school approaches, including Class Dojo, as well as specialised, targeted approaches, positive rewards and motivation may include...

- Greetings at the door by name from the adults in the room and the SLT on the gate. Pupils encouraged to reply and welcome their peers.
- Self-organise and sit down ready to start a morning challenge.
- A visual timetable will be displayed so that all learners know the daily expectations.
- School uniform is worn with pride. On PE days, this will be a correct PE uniform.
- When moving around the school pupils do this quietly and sensibly. They will walk.
- Looking after the classroom such as tidying up and putting things back where they find them.
- Pride wall/wow wall/achievements wall/ in each classroom will celebrate successes.
- Positive Recognition board to support expected behaviours displayed in class.
- When the whistle goes, pupils will stand still at the first whistle and then walk to their line at the second whistle and be met by their teacher. They will then walk into class.
- Pupils can enter the classroom when there is an adult present. If the classroom is empty, they should wait outside the classroom door.
- At lunchtime, pupils will sit at a table they are directed to; they can chat to a friend but should not be shouting across the table.
- Our pupils clear up their trays/ lunch boxes and wait to be dismissed.

The school behaviour policy is intrinsically linked to the Zones of Regulation, and all staff use a consistent language when speaking to pupils. Staff use the following phrases when referring to behaviours observed or reported:

Unexpected or Expected behaviours – this relates to whether behaviours are appropriate to the situation.

Comfortable or Uncomfortable – this relates to how behaviours impact other's feelings. We never use words such as naughty or bad.

The Zones of Regulation are revisited at the beginning of the school year and then throughout the year as appropriate.

Support for Pupils.

To support all our pupils to make good choices we offer a range of resources and strategies including but not limited to-

- Pastoral support from a dedicated member of the team
- ELSA (Emotional Literacy Support Assistant)
- Nurture provision before school
- Lego therapy
- Drawing and Talking
- Inclusion spaces
- Small group intervention support.
- Mental Health Support Team (Nelft) classroom and parent workshops and support.
- Sensory room and resources

Sanctions.

When any member of school staff becomes aware of unexpected behaviour, they will respond predictably, promptly, and assertively in accordance with the school's behaviour expectations. The priority will be to ensure the safety of pupils and staff and to restore a calm environment. It is important that all staff respond in a consistent, fair, and proportionate manner, so pupils know with certainty that unexpected behaviour will always be addressed. De-escalation techniques can be used to help prevent further behaviour issues arising and recurring. Following an unexpected behaviour incident at St Mary of Charity, school will consider helping all pupils to understand how to improve their behaviour and meet the behaviour expectations of the school. We want to avoid repeated incidents. The discussions and the outcomes will be recorded on Bromcom.

Addressing Low Level Unexpected behaviours, examples of language to be used (consider stage, not age)

Initial script to be used when dealing with 'yellow' behaviours such as Rudeness • Disruption • Task refusal • Swearing • Rough play • Teasing

- XX you're (talking/ interrupting, swearing etc) when (I'm talking/ XX is talking) please stop
- Await response time
- Thank you XX for (listening/ sitting down/ stopping)
- If XX continues to show behaviour choice move to script 2

Script 2:

- XX I need you to (sit down/ walk in the corridor/ listen when I'm talking) Thank you

Script 3 to be completed 1:1 with the pupil:

- XX you are choosing to behave this way and if you continue to (behaviour choice) then I will have to take away a Dojo point. • Well done you've made the right choice, XX

If low level unexpected behaviours are not addressed using scripts 1 and 2 as above then a child will lose 1 Dojo point. Staff can speak to parents at pick up to discuss this behaviour if needed.

Pupils with Behaviour that Challenges:

At St Mary of Charity CE Primary School, we recognise that some pupils may need additional support to manage their behaviour effectively. We recognise that small but well-timed praise is the most effective strategy to encourage good behaviour for learning in our pupils. For some pupils a good balance between praise and discipline is necessary. We utilise a 'coloured sheet' method of recording significant/repeated unexpected behaviours, this information is then transferred to BROMCOM for tracking purposes and is communicated with the child's parents (see Appendix 3) through a conversation either in person or over the telephone. Challenging behaviour is tackled through a stepped/graduated approach, our common pattern for exclusions would be –

- Time out – Pupils timed out to a partner class, with work to complete.
- Internal suspension- this could include no playtime, no lunch play, completing work set by class teacher.
- External suspension- the number of days will be decided depending on the behaviour exhibited.

Orange Level Behaviour:

If a child demonstrates any of the following behaviours they will be issued with an orange slip, usually by the Senior Leadership Team, however any member of staff can issue a slip if they witness behaviours described below:

• Bullying • Persistent disruption • Swearing at someone • Leaving class without permission • Ongoing task refusal • Aggression • Fighting • Cruelty/spite • Walking away from an adult • Harassment

For a orange level behaviour, it would be appropriate for the staff member to initiate the resolution, but they may also want to inform or have the assistance of an additional member of staff. E.g., perhaps if there is an issue over fighting which may require investigation to facilitate a suitable approach that ensures success. For other issues, the resolution may be successful with a short amount of "time recovery" for the pupil to complete a task, write out an apology letter or undertake a task directly connected with the behaviour e.g., conflict resolution.

When a child receives an orange slip they will take this home and the senior leadership team will speak with the parent either immediately after school at pick up or via phonecall later that day.

When a pupil demonstrates a repeated pattern of behaviour or receives 6 orange slips, a meeting is requested with a member of SLT and parents. It would be expected that a Pastoral Support Plan (PSP) would be considered at this stage if necessary to support unexpected behaviours.

Red Level Behaviour:

If a child demonstrates any of the following behaviours they will be issued with an red slip,

Leaving school premises • Possession of a weapon • Persistent bullying • Racist behaviour/comments • Homophobic language • Sexist behaviour • Inappropriate sexual behaviour • Theft • Vandalism • Violent behaviour

For a red level behaviour, the most significant, it is essential that the SLT are involved at the earliest opportunity. This is to ensure that any additional information is brought to the resolution of the issue. It is essential not to communicate your action to the pupil as this may cause unnecessary anxiety, which in turn could lead to an escalation in behaviour.

When a pupil receives one red slip a meeting between key staff is held. A suspension is likely to be considered. Consideration for external suspension should be entirely at the head teacher's discretion and should never be considered automatic. Information about suspensions is sent to the county suspension officer for monitoring.

A written record of the discussion, and commitments to the agreed plan, referred to as a PSP (Pastoral Support Plan), by both the parents and the school, will be made. One copy will be kept in the school's record and one sent to the parent. A key aspect of the PSP is to provide a very small number of achievable targets, specific support staff and support strategies available. Flexibility and positivity are key aspects of a successful re-inclusion.

It is most important that both positive and unexpected behaviours are recorded as this allows a much clearer picture to be built of any issues that are occurring. All sheets need to record the de-escalation strategies used and have an agreed action and it is essential that the sheets are not used as a form of punishment or threat, simply as a recording tool.

Whenever possible, we strive to avoid the use of suspension as a sanction for inappropriate/unexpected behaviour, we use a hierarchy of sanctions to help support this aim. In most cases, pupils respond positively to these strategies in advance of the fixed term suspension stage. The school involves parents as partners in finding ways of helping their child to be a full and useful member of the 'community'. Knowing that our school and parents are working together is a powerful tool in helping a pupil to become responsible for his/her own behaviour. Parents will be notified of the reason for the suspension in writing. Before the child is re-admitted to school/class, a reintegration meeting between the parents and the school will be arranged when strategies will be discussed that will address the unexpected behaviours and minimise the chances of a repetition of the offending behaviour patterns, this will be recorded in the PSP. The school reserves the right to suspend pupils if the offence warrants it without seeking to use alternatives first.

When dealing with unexpected behaviour we will be mindful of our duty under the safeguarding policy before we commence with a behaviour plan.

The HT monitors the number of coloured behaviour slips issued on a termly basis and this is shared with SLT and governors

Detentions.

The school will detain pupils at break and lunchtimes from play if their behaviour is significant that they need to miss time as part of the sanction. If they are detained in this way, they will either spend time in the classroom, completing jobs or sat outside the Headteachers office. Children will be supervised during all detentions and will still have access to food and water as normal.

We do not use after school detention as a sanction.

Reasonable Force: Key adults are trained using the Team Teach approach to reasonable force which focuses on de-escalation strategies. An adult who has not received the required level of training or whose training has lapsed will not attempt to retain a child unless there is a risk to life. If a child is dysregulated and at risk of harming themselves or others then the correct procedure is always for staff and pupils to move to a safe space, inform SLT immediately and observe from a distance.

Whole-school measures:

- classroom environments support all pupils to achieve and thrive through the use of calm corners, one of regulation check ins and supportive resources.
- best practice for whole-class behaviour management is shared once a term as part of staff meetings, all adults take responsibility for managing communal spaces such as corridors and playgrounds
- staff are trained in effective communication strategies, such as using appropriate tone of voice and empathy to aid de-escalation, key scripts are used for specific children created as part of a PSP
- time and consideration are given to the development of working staff-pupil relationships and trust through strong transition events and learning to learn times.

- recording and analysing data on the use of reasonable force and other restrictive interventions is used to inform improvement planning
- Follow up support for staff and pupils following an incident where reasonable force and/or other restrictive interventions have been used is utilised including supervision as needed.

Individual approaches can include:

Early support in place for specific pupils

Strategies to support individual pupils based on their identified needs, including the development of behaviour support plans. Where a pupil has a disability, schools have a legal obligation under the Equality Act 2010 pupils with reasonable adjustments, making sure they can benefit from what the school offers in the same way as a pupil who is not disabled.

Strategies at SMC could include *removing stimuli that may be causing distress , changing body language, facial expression, and/or tone of voice , supporting the pupil to express their emotions before getting overwhelmed, engaging the pupil in an activity which can help them manage their feelings of anxiety, distracting the pupil in something that interests them or by introducing familiar objects and activities to redirect their attention, giving pupils time, space and strategies to calm down before their behaviour escalates.

We will always work closely with parents to support individual pupils.

Communicating the school's policy on the use of reasonable force and other restrictive interventions to all members of the community is an important way of building and maintaining the school's culture and makes expectations transparent to all.

Appendix 2: What the law allows.

Equalities considerations.

Sanctions.

Teachers can sanction pupils, in line with the policy and school procedures, whose conduct falls below the standard which could reasonably be expected of them. This means that if a pupil misbehaves, breaks a rule or fails to follow a reasonable instruction, the teacher can apply a sanction on that pupil. (Section 91(3) of the Education and Inspections Act 2006). Staff can issue agreed sanctions any time pupils are in school or elsewhere under the charge of a member of staff, including on school visits. This also applies in certain cases to behaviour exhibited outside school. A sanction will be lawful if it satisfies the following three conditions:

- a) The decision to sanction a pupil is made by a paid member of school staff (but not one who the headteacher has decided should not do so) or an unpaid member of staff authorised by the headteacher;
- b) The decision to sanction the pupil and the sanction itself are made on the school premises or while the pupil is under the lawful charge of the member of staff; and
- c) It does not breach any other legislation (for example in respect of equality, special educational needs and human rights) and it is reasonable in all the circumstances.

Detentions.

Teachers have authority to issue detention to pupils, including same-day detentions. A school's behaviour policy should make clear that detention (including detention outside of school hours) can be used as a possible sanction. A detention outside normal school hours will be lawful if it meets the following conditions:

- a lunchtime detention allows reasonable time for the pupil to eat, drink and use the toilet
- the pupil is under 18 (unless the detention is during lunch break);
- the headteacher has communicated to pupils and parents that detentions outside school sessions may be used; and
- the detention is held at any of the following times:
 - a) any school day where the pupil does not have permission to be absent;
 - b) weekends during term - except a weekend during, preceding or following the half term break; or
 - c) non-teaching days – usually referred to as 'training days', 'INSET days' or 'non-contact days', except if it falls on a public holiday, on a day which precedes the first day of term, during the half-term break, or after the last school day of the term.

The headteacher can decide which members of staff can issue detentions.

Teachers will consider whether a detention outside school hours is reasonable, taking into account the following points:

- whether the detention is likely to put the pupil at increased risk;
- whether the pupil has known caring responsibilities;
- whether the detention timing conflicts with a medical appointment and
- whether suitable travel arrangements can reasonably be made by the parent for the pupil. It does not matter if making these arrangements is inconvenient for the parent.

In Aquila schools, parents will always be informed before an after school detention.

Removal of property.

School staff can confiscate, retain or dispose of a pupil's property as a disciplinary penalty in the same circumstances as other disciplinary penalties. The law protects staff from liability in any proceedings brought against them for any loss or damage to items they have confiscated, provided they acted lawfully. Staff should consider whether the

'They will soar on wings like eagles ...'
Isaiah 40:31

collaborate | enrich | trust | innovate | aspire | nurture



confiscation is proportionate and consider any special circumstances relevant to the case. (Section 94 of the Education and Inspections Act 2006)

Corporal punishment by school staff is illegal in all circumstances.



Appendix 3: Behaviour Slips used to record negative behaviour at SMC

These slips are printed onto coloured paper in school to support children's understanding of their behaviour. Unexpected/low level behaviours are recorded using Class Dojo. Any subsequent unexpected behaviours are dealt with by issuing a slip. The first slip is orange and represents mid-level behaviour that needs addressing, the second slip is red and represents the most severe behaviour. This information is recorded on our MIS system Bromcom.

Name.....

Class..... Date.....



Bullying	Persistent Disruption	Swearing at adults
Cruelty/spite	Walking away from an adult	Aggression
Leaving class without permission	Fighting	Harassment

Other.....

Factual description of the incident/context of incident

Agreed action:

Signed Pupil.....

Signed Teacher.....

Name.....

Class..... Date.....



Leaving school premises	Persistent Bullying	Theft
Use of a weapon	Racist behaviour/comments	Vandalism
Harming an adult	Inappropriate sexual behaviour	

Homophobic language

Other.....

Factual description of the incident/context of incident

Agreed action:

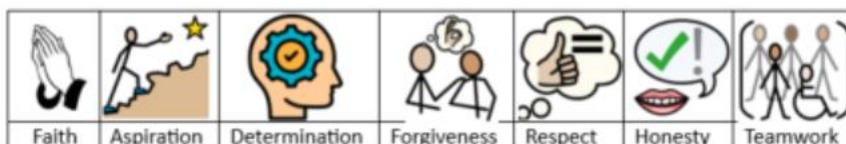
Signed Pupil.....

Signed Teacher.....

ST MARY OF CHARITY PRIMARY SCHOOL BEHAVIOUR BLUE PRINT

The Aquila approach to behaviour is to promote and reward excellent behaviour, support pupils to behave well through explicitly teaching school rules and routines and if necessary to sanction unexpected behaviour. As an inclusive organisation, we recognise that some pupils will need additional support to reach the expected standard of behaviour. Where possible, this support should be identified and put in place as soon as possible to avoid misbehaviour occurring in the first place.

OUR 7 CORE CHRISTIAN VALUES



A PUPIL DISPLAYS AN UNEXPECTED BEHAVIOUR



Redirection: gentle encouragement to 'nudge' the unexpected behaviours into the correct direction



Reminder: Using our school scripts, remind the pupil of the school rule they are breaking and what you would like to see.



Warning: verbal warning and choice made for the pupil – loss of Dojo point considered.



Take up Time:
Time out (3 – 5 mins) outside the classroom
Time out (5 – 10 mins) in buddy classroom
Time out (10 mins) with SLT



Restorative Conversation: Pupil may not have needed 'Take up Time' but you may still want to have a restorative conversation. If a slip has been issued a restorative conversation **MUST** take place.

A PUPIL DISPLAYS AN EXPECTED BEHAVIOUR and/or HAS GONE ABOVE AND BEYOND

Praise verbally, recognising and rewarding expected behaviour verbally thanking the pupil directly by name.

Continued presentation of behaviours linked to school values/classroom rules.

1

Pupil's name is moved on the Positive Recognition board

2

Dojo Point is awarded



Once children get 30 dojos they get a wristband. They can choose which school value this shows. There are 7 wristbands to collect. Once children gain all 7 wristbands, they can achieve a special SMC wristband and certificate. The maximum dojo awarded to a child in year are 240.

Orange slip Unexpected Behaviours

Walking away from an adult, exiting class without permission, cruelty/spite, fighting, harassment/teasing, aggression (verbal or physical) swearing at an adult, damaging school property. Disruption to learning. Persistent refusal, using sexual slang words.

6 orange slips = letter sent home and meeting with parents to consider pastoral support plan.

Red slip Unexpected Behaviours

Blatant defiance, bringing in an illegal/underage substance/item into school. Bullying, inappropriate sexual behaviour, leaving school grounds, persistent disruption, persistent refusal, physical assault against an adult, racism, theft, vandalism, verbal abuse/threatening behaviour against adult or peer.

1 red slip = letter sent home and meeting with parent to consider a pastoral support plan.

Daily Non-Negotiables

Morning Meet and Greet

End of the day dismissal

Pupils line up and are led by an adult and will walk around the school environment quietly and calmly.

High expectations are consistent in our approach.

How to address unexpected behaviours and use of scripts:

Addressing Unexpected behaviours,

examples of language to be used (consider stage, not age).

Initial script to be used when dealing with 'yellow' behaviours such as Rudeness • Disruption • Task refusal • Swearing • Rough play • Teasing

Script 1:

XX you're (talking/ interrupting, swearing etc) when (I'm talking/ XX is talking) please stop

- Await response time
- Thank you XX for (listening/ sitting down/ stopping)
- If XX continues to show behaviour choice move to script 2

Script 2:

- XX I need you to (sit down/ walk in the corridor/ listen when I'm talking) Thank you

Script 3 to be completed 1:1 with the pupil:

- XX you are choosing to behave this way and if you continue to (behaviour choice) then I will have to take away a Dojo point. • Well done you've made the right choice, XX

If low level unexpected behaviours are not addressed using scripts 1 and 2 as above then a child will lose 1 Dojo point. Staff can speak to parents at pick up to discuss this behaviour if needed.

Orange slip, issued by the Senior Leadership Team, (however any member of staff can issue a slip)

- Bullying • Persistent disruption • Swearing at someone • Leaving class without permission • Ongoing task refusal • Aggression • Fighting • Cruelty/spite • Walking away from an adult • Harassment. Recorded on Bromcom.

For orange behaviour, staff member to initiate the resolution, & investigate as appropriate. Time recovery" used as appropriate for the pupil to complete a task, write out an apology letter or undertake a task directly connected with the behaviour e.g., conflict resolution.

Slip will be taken home and the senior leadership team will speak with the parent either immediately after school at pick up or via phone call later that day.

6 orange slips = a meeting requested with a member of SLT and parents. It would be expected that a Pastoral Support Plan (PSP) would be considered at this stage if necessary to support unexpected behaviours.

All Behaviours and Meetings/Communication recorded on Bromcom

Red slip: Leaving school premises • Possession of a weapon • Persistent bullying • Racist behaviour/comments • Homophobic language • Sexist behaviour • Inappropriate sexual behaviour • Theft • Vandalism • Violent behaviour

Internal/external suspension considered. Parents contacted immediately. Meeting held and relevant paperwork completed – PSP etc:

All outcomes recorded on Bromcom

Script for Non-Compliance

Strategic ignoring only works with 4 x more attention to positive behaviour.
The steps on the script below can be revisited at any point.

1. *Name: I've noticed you are trying hard to/have worked well at/see you are finding making a choice tricky.*
2. *Remember the rule about....*
3. *You have chosen to.....*
4. *Do you remember this morning/yesterday/last week when your choices really helped you/you made great choices (reminder of positive behaviour)*
5. *That is the (behaviour/choice) I need to see now*
6. *Thank you for listening. I will leave you for 5 minutes and then you can tell me your choice (leave a timer) (walk away)*
7. *I can see making a choice is tricky so I will help make the choice.*

